

# **BUILDING PERMIT PROCEDURE**

## **NEW CONSTRUCTION**

### **New Home Construction and Additions:**

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##### **110.10 Site Plan**

A site plan shall be filed showing, to scale, the size and location of all new construction and all existing structures on the site, distances from lot lines, the established street grade and the proposed finished grades; and it shall be drawn in accordance with an accurate boundary line survey. In the case of demolition, the site plan shall show all construction to be demolished and the location and size of all existing structures and construction that are to remain on the site or plot.

##### **110.7 Construction Documents**

The application for permit shall be accompanied by not less than two sets of construction Documents. The building official is permitted to waive, or modify the requirements for filing construction documents when the building official determines that the scope of the work is of a minor nature.

##### **111.4 Water Supply**

No permit shall be issued for the construction of a building or structure, which would necessitate the use of water therein, unless a supply of water is available therefor.

##### **111.2 Zoning**

No permit for the construction, alteration, change of use or moving of any building or structure shall be issued if such building or structure or uses would be in violation of any Zoning ordinance or by-law.

##### **116.21 Construction Control**

Any building containing more than 35,000 cubic feet of enclosed space will need registered architectural and professional engineering services.

#### **Also Needed – Authorizations or Signoffs from the following:**

**Board of Health** – If septic system involved

**Conservation Commission** – If Wetlands

**Sewer Department** – If town sewer

**Public Works Dept.** – For driveway  
Construction affidavit, if needed

**Water Department** – If town water